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Program Review
Form for External Review Committee

Instructional

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| Form ID |
| 87 |
| Division |
| Industrial and Transportation Technologies |
| Department |
| Manufacturing Technologies |
| Program |
| Industrial Maintenance Technology |
| Review Year |
| 2007-2008 |
| Member Names |
| Cara Crowley, Steven Beckham, Kim Davis, Sally Evans, Judy Johnson, Pam Pinner, Rao Prabhakar, James Rauscher, Sheree Talkington and Lynn Thornton |
| Division Overview |
| <u>Program/Department Purpose</u> |
| State the purpose of the program/department. How is this purpose within the mission of |

Amarillo College?

Train technicians for Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) and Electromechanical trades.

Program's purpose statement is within the institutional mission statement in that it addresses teaching, learning, and/or public service. The Amarillo College mission statement also addresses quality of life. The training provided in the Industrial Maintenance program is the basis for professional employment, self-employment, and professional advancement.

**Does the answer include a purpose statement for the program/department?
Does the answer indicate how this program/department is within the mission of Amarillo College?**

Acceptable

The department's purpose statement is acceptable, however the department may want to consider strengthening the purpose statement.

Example: Educate and train individuals for careers as a technician in the field of Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) and Electromechanical trades.

When was the last time the program's/department's purpose statement was reviewed/revised by faculty and staff in the program/department?

Continued curriculum development and revision, along with new faculty and supplemental faculty orientation, keeps the program mission and objectives in the forefront. Review is continual. The statement is fundamental and has not required recent revision.

Does the answer indicate the last time the program's/department's purpose statement was reviewed/revised by faculty and staff in the program/department? Does the answer indicate how this program/department is within the mission of Amarillo College? within the mission of Amarillo College?

Acceptable

If the program/department offers continuing education credits, how are these courses consistent with the mission of Amarillo College?

Continuing Education credits are offered in all subject areas and are taught as a component of every class. Cross-listing all classes allows the Amarillo College Mission to be fulfilled for all

segments of the service area population.

Does the program/department offer continuing education credits? Does the answer indicate how these courses are consistent with the mission of Amarillo College?

Acceptable

Concern

The department does offer continuing education credit. Additionally, the department also meets the AC mission by providing education and resources to enhance the quality of life for those individuals in the service area.

More of a question than a concern: Are the CE classes marketed to the public as a component to the academic program?

Does the program have admissions policies?

no

Where are the policies published?

Are all the locations where the policies are published included in the answer?

Acceptable

Concern

Should there be admissions policies? More information could be provided.

Explain how these policies are consistent with the mission of Amarillo College.

Does the explanation of how the policies are consistent with the mission of Amarillo College appear to be accurate?

Acceptable

Concern

Should the program have admissions policies?

Is the program/department accredited?

no

Which agencies or organizations accredit the department/program?

Are the complete names of the agencies or organizations which accredit the department/program cited?

Acceptable

Concern

Could the program be accredited?

How many years are in the accreditation cycle?

How many years are in the accreditation cycle?

Acceptable

Concern

Not applicable

When were the accreditations affirmed or granted?

When were the accreditations affirmed or granted?

Acceptable

Concern

Not applicable

What is the current status of the accreditation?

Are the current statuses of the accreditations identified (e.g. accredited, in process of renewal, in process of candidacy, other)?

Acceptable

Concern

Not applicable

If not required, is the program eligible for accreditation?

Unacceptable

Concern

Incomplete

Has this program/department sought accreditation even though it is not required (e.g. yes; If no, explain)?

Unacceptable

Concern

Incomplete

Is this program/discipline required to receive approval from an external agency or organization (other than the Texas Higher Education Coordinating Board) in order to offer courses?

no

Identify the external approver(s) for the

department/program.

IF the program/discipline is required to receive approval from an external agency or organization (other than the Texas Higher Education Coordinating Board) in order to offer courses, was (were) the external approver(s) for the department/program identified?

Unacceptable

Concern

Incomplete

What approval schedule is required by the external approver(s)?

Was the approval schedule required by the external approver(s) identified?

Unacceptable

Concern

Incomplete

When did the program/department last receive approval?

When did the program/department last receive approval?

Unacceptable

Concern

Incomplete

Is the reason why the program/department is required to receive this approval clear?

Unacceptable

Concern

Incomplete

Improvements

Identify at least one example of an improvement/revision which resulted from the annual PET forms for the last five years

Changes in program location, facilities revisions, equipment/utility availability, and faculty/staff volatility have driven constant change and revision thus precluding any PET considerations.

After reviewing at least one example of improvements/revisions that resulted from the annual PET forms for the last five years, determine the extent that this program/department has used the PET forms to make improvements/revisions. Does this meet the minimum expectations for using PET forms to make improvements/revisions to the program/department?

Unacceptable

Recommendation

Section incomplete. The department should complete the program review.

Identify at least one example of improvements/revisions which resulted from the

last Program Review.

Changes in program location, facilities revisions, equipment/utility availability, and faculty/staff volatility have driven constant change and revision thus precluding any Program Review considerations.

After reviewing at least one example of improvements/revisions that resulted from the last Program Review, determine the extent to which this program/department values the Program Review process to make improvements/revisions.

Unacceptable

Recommendation

Section incomplete. The department should complete the program review.

Identify all the delivery approaches used for courses within this program/department: (Select all that apply.)

traditional classroom,

After reviewing all delivery approaches for courses within this program/department, is this program positioned for growth? Does the committee have recommendations for delivery options which will provide additional growth?

Traditional classroom

After reviewing at least one example of improvements/revisions that is a response to accomplish a strategy or tactical objective within the Strategic Plan 2010-2015, determine the extent to which this program/department has contributed to the implementation success of the Strategic Plan? Does this department/program understand how it relates to the institution's future based on the Strategic Plan?

Unacceptable

Recommendation

Section incomplete. The department should complete the program review.

Identify at least one example of an improvement/revision that is a response to accomplish a strategy or tactical objective within the Strategic Plan 2010-2015.

A tactic used in the Industrial Maintenance program to accomplish the 2010 Strategic Plan is contract training through the Workforce Development Division which works with local industry to meet specific training needs and bring alternative sources of income.

After reviewing at least one example of improvements/revisions that is a response

to accomplish a strategy or tactical objective within the Strategic Plan 2010-2015, determine the extent to which this program/department has contributed to the implementation success of the Strategic Plan? Does this department/program understand how it relates to the institution's future based on the Strategic Plan?

Unacceptable

Recommendation

Section incomplete. The department should complete the program review.

Does this Committee have recommendations as to how this program/department may contribute to the implementation of the Strategic Plan?

Unacceptable

Recommendation

Section incomplete. The department should complete the program review.

Provide names and titles of those who determined the process used to assess outcomes of the program and/or courses in the department.

Mr. Ed Nolte, Chair, Industrial & Transportation Technologies Division

Dr. Kim Hays, Chair, Manufacturing Technologies Department

Has the program/department had a broad base of involvement from a majority of faculty and staff with the program/department regarding implementation of student learning outcomes of the program(s) (or department) and courses? What recommendations does the committee have for increasing involvement?

Unacceptable

Recommendation

Section incomplete. The department should complete the program review.

Explain the primary reasons behind the competencies that were selected.

Competency outcomes are based on industry certifications, state contractor licensure requirements, advisory committee suggestions, field experience and continual contact with industry representatives.

Do the selected competencies appear to be valid?

Unacceptable

Recommendation

Section incomplete. The department should

complete the program review.

Identify the primary reasons for the assessment tool(s) selected.

The Industrial Maintenance program assessment efforts are modeled after industry competency evaluations. State licensure follows successful completion of written exams and calculations, demonstration of skills, and completion of reports.

Will the assessment tool(s) selected provide valid and reliable results?

Unacceptable

Recommendation

Section incomplete. The department should complete the program review.

Evaluate the assessment approaches to date.

Current concerns about the assessment approaches deal with participation and project completion, testing time, and lost time make-up issues. Practice oriented disciplines require laboratory exercise. All Industrial Maintenance program courses are half lecture and half laboratory time. Program moves and space restrictions have destroyed all fixed or static trainers and projects. Thus projects are hastily and haphazardly developed as needed and with limited supplies. Assessment of these student

projects is difficult.

All technical programs have lost contact time to other curriculum requirements. As a result, the time required to administer a single written exam often represents 10 percent of the available contact time. Normal assessment would require more than one such exam resulting in significant reduction in instructional opportunity. Alternative exam techniques must be sought.

Many students are employed in critical occupations which require that they be on call and respond as needed. These same students are stretched for time just to make the initial class. Thus make-up opportunities are limited. The lack of static trainers or space to leave projects setup further limits continuation of exercises beyond the appointed time. Students want a handout or internet exercise to fulfill their responsibilities. The concept of assessing a student based on laboratory project completion is becoming difficult.

Will the assessment approaches(s) selected provide valid and reliable results?

For student or program/course outcome assessments, review the program's/department's

five-year graph(s) of quantitative results or provide a brief narrative summary of qualitative results.

Review the program's/department's five-year graph(s) of quantitative results for student or program/course outcome assessments, or provide a brief narrative summary of qualitative results.

Unacceptable

Recommendation

Section incomplete. The department should complete the program review.

What changes have been made in the curricula of the program/department because of the analysis of these results?

Outcome assessments have indicated an increasing need for basic instruction in applicable mathematics. It has come to a point where these needs can no longer be met in each and every course. The introductory course for the program is now a common math course - Technical Algebra and Trigonometry.

Another factor under consideration is the lack of mechanical skills possessed by current incoming students. This has led to the expansion of basic mechanical training from one course to two.

Have any changes been made in the

curricula because of the analysis of these results?

Unacceptable

Recommendation

Section incomplete. The department should complete the program review.

Review the five-year graph(s) of course completions for the program/department. Explain any increase or decrease that is more than a one-year anomaly.

Program completers appear to be a factor of the total number of students and do not appear to reflect retention issues. Over the last five year period, industry related to employment opportunities for Industrial Maintenance students has seen a steady and dramatic growth. Thus, interested individuals have had increasing opportunity to go directly into the workforce instead of obtaining prerequisite training.

Industry is currently facing such a work shortage that they recruit workers away from school.

These factors combined have lead to lower numbers entering the program and lower numbers completing. Previous completion numbers have reflected surges in enrollment which resulted from plant closures and lay-offs during slow economic times. Significant numbers

of Continuing Education students upgrade to academic enrollment, certificate enrollees continue to an AAS, and those completing one specialization often complete both. These facts indicate completion is a matter of reaching those interested in a technical occupation.

Does the review of the five-year graph(s) of course completions demonstrate the use of analysis to implement a plan of action for retention? Is the analysis of any increase or decrease that is more than a one-year anomaly accurate?

Unacceptable

Recommendation

Section incomplete. The department should complete the program review.

Provide the program's/department's plan of action for improving any identified problem or results from the implementation of the plan of action.

The current high demand for technicians, and industries' practice of hiring the untrained has opened opportunities to contract with industry for training those already employed.

Will the plan of action likely improve the number of course completers?

Unacceptable

Recommendation

Section incomplete. The department should complete the program review.

Does the program/department provide for alternative methods of awarding credit?

Credit by Exam Credit for Experience

Has the program/department provided for alternative methods of awarding credit? If not, which alternative methods would be recommended?

Credit by Exam, Credit for Experience

What approaches are used to assure outcomes are comparable to those expected of students who enrolled and completed the course?

Unacceptable

Recommendation

Section incomplete. The department should complete the program review.

For general education and/or core curriculum required by this program/department, identify the relevant competencies approved by the Academic Affairs Committee (see Catalog section entitled Degrees and Certificates: General Education Competencies).

Have all relevant competencies for general education and/or core curriculum been identified for this program/department? If

not, which are obviously a part of this program/department's general education competencies?

Unacceptable

Recommendation

Section incomplete. The department should complete the program review.

Explain how outcomes for the competencies have been assessed and achieved and provide links to the documentation.

Is the explanation of assessment approach(es) for general education competencies (outcomes) thorough? Is the analysis of the results accurate? Have links to documentation which verify the assessment results been included?

Unacceptable

Recommendation

Section incomplete. The department should complete the program review.

Outline a plan for correcting any weaknesses.

If assessment results and analysis are included, is there a plan for correcting any weaknesses included?

Unacceptable

Recommendation

Section incomplete. The department should

complete the program review.

Do students/graduates in this program/department have to be certified or licensed?

no

Review the results for certification/licensure results of the program/department and/or job placement for the past five years. Explain any increase or decrease that is more than one-year anomaly.

Provide a plan of action for the identified problem.

IF students/graduates in this program/department have to be certified or licensed, do the results over the past five-years indicate that certification/licensure have been equal to or greater than the average of the past five-years AND/OR equal to the statewide or national benchmark for this certification/licensure? IF NOT, does the analysis and plan of action appear that the program/department has thoroughly reviewed the problem?

Unacceptable

Recommendation

Section incomplete. The department should complete the program review.

Is the program's/department's plan of

action for improving any identified problem or results likely to improve the certification/licensure results? Did program/department explain any increase or decrease that is more than a one-year anomaly? Does the plan correct any weaknesses included? If not, what is missing?

Unacceptable

Recommendation

Section incomplete. The department should complete the program review.

IF the department or program offers one or more technical programs (Associate in Applied Science or Certificates), has the program/department included an explanation of the job placement success during the past five years AND are these results at least equal to the statewide annual benchmark (90%)?

Is the analysis of any increase or decrease that is more than a one-year anomaly accurate?

Accurate data is unavailable. The department has maintained a list of job openings for the last several years and normally has 40 to 50 employment opportunities which do not receive an application. Placement is fast if required. This has been the trend for more than five years.

Is the program's/department's plan of action for improving any identified problem or results likely to improve the job placement rate for graduates of the technical program(s)? If not, what is missing?

The current job market is built on the housing market which will not last. Commercial and industrial positions are more stable and offer more advancement opportunities. The emphasis of class curriculum and laboratory exercises is to develop an understanding of larger commercial equipment and troubleshooting skills.

IF the department or program offers one or more technical programs (Associate in Applied Science or Certificates), has the program/department included an explanation of the job placement success during the past five years?

Is the analysis of any increase or decrease that is more than a one-year anomaly accurate?

Unacceptable

Recommendation

Section incomplete. The department should complete the program review.

Is the program's/department's plan of action for improving any identified problem

or results likely to improve the job placement rate for graduates of the technical program(s)?

Unacceptable

Recommendation

Section incomplete. The department should complete the program review.

Curricula

Does the program/department have affiliation(s)/agreement(s)/contract(s) with any other entity for the purpose of delivering instructional content?

yes

Review the affiliation(s)/agreement(s)/contract(s), consider Amarillo College's mission, and then make a recommendation to:

Provide an analysis of the review.

The Industrial Maintenance program has completed several contracts with Cargill Meat Solutions throughout the year and is currently engaged in the presentation of electrical safety training under such a contract.

Industry training demands are very unstable. Qualified faculty for contracts are scarce. For the long term, any dependency on industry contracts appear hazardous.

If the program/department has affiliation(s)/agreement(s) with any other entity for the purpose of delivering instructional content, do these affiliations/agreements make it clear that Amarillo College maintains the responsibility for controlling all aspects of the educational program? Has the College ensured the quality of the program with these affiliations/agreements? If so, how? What is the schedule for reviewing the quality of these programs? Has the College ensured that programs remain with Amarillo College's mission?

Unacceptable
Concern
Incomplete

How many curricula changes were approved by the Academic Affairs Committee during the past five years?

2

Which steps in the curricula change process had faculty involvement prior to submitting the curricula proposal(s) to the Academic Affairs Committee?

At the time of design for the new curriculum, all Industrial Maintenance faculty provided input in

the creation of classes and awards.

Was the departmental faculty involvement documented and broad in representation? If not, what steps within curricula change process should have had more proof of greater departmental faculty involvement? Is the primary responsibility for curricula changes under the control of faculty? Does the program have a qualified faculty member in charge of the program's coordination and curriculum development?

Unacceptable

Concern

Incomplete

Is any program within the department a technical program (e.g. AAS or certificate)?

yes

When was the last Advisory Committee meeting?

The last advisory committee meeting for the Industrial Maintenance program was in August 2001.

Provide a link to the minutes of the last Advisory Committee(s) minutes in the Electronic Archives.

Minutes of the Industrial Maintenance Technology program.

<http://archives.actx.edu/pdf/minutes/atc/imt8-01-01.pdf>

Provide a link to the appropriate committee membership of the Advisory Committee(s) in the Electronic Archives.

Advisory committee membership for the Industrial Maintenance Technology program as of August 2001.

http://www.actx.edu/industrial/index.php?module=article&view=6&MMN_position=9:9

If the department offers an AAS and/or certificate, do the minutes of the Advisory Committee prove that the curricula for each program is appropriate to the degree and/or certificate? Has the Advisory Committee been consulted in designing each degree and certificate? Has the Advisory Committee met at least once a year and been provided ample opportunity to guide the faculty in curricula changes?

Unacceptable

Recommendation

The department should review the membership and reactivate the advisory committee. Meetings should be held at least once or twice each year.

Is the membership of the Advisory

Committee broad enough to provide the scope of advice necessary for input on curricula? If not, what changes are recommended to the program/department?

Unacceptable

Recommendation

The department should review the membership and reactivate the advisory committee. Meetings should be held at least once or twice each year.

Enrollment Data

After receiving the data indicating the number of students enrolled in the program/department, by total students, number of full-time equivalents, and number of completers, determine if there is more than a one-year anomaly.

If so, provide the faculty and staff analysis of their assessment of the problem.

As per "G1" - Over the last five year period, industry related to employment opportunities for Industrial Maintenance students has seen a steady and dramatic growth. Thus, interested individuals have had increasing opportunity to go directly into the workforce instead of obtaining prerequisite training. Industry is currently facing such a work shortage that they recruit workers away from school. These factors combined have lead to lower numbers entering the program and

lower numbers completing. Previous completion numbers have reflected surges in enrollment which resulted from plant closures and lay-offs during slow economic times.

Does the analysis by the faculty and staff of this data address any obvious problems/declining statistics?

Unacceptable

Recommendation

Incomplete. Further analysis is warranted.

Create an action plan for needed improvement and commendation for any dramatic improvement.

Recruitment of the unemployed puts the program in competition with the strong job market.

Employers are seeking the untrained. Thus, one of the strongest potential markets is the training of existing company employees. This may be done as a contract class or through traditional enrollment.

Does the action plan or commendation address the problem addressed within the analysis? Does it appear that implementation of the action plan will resolve the problem and correct the decline?

Unacceptable

Recommendation

Incomplete. The department has described the problem and identified the potential market, but no specific plan of action.

Does the External Review Committee have any other analysis or recommendations for increasing enrollments based on the program/department's data?

Recommendation

Activation of an advisory committee may provide further insight to determine industry needs.

Explore the possibility of implementing a CE certificate program component to the SCH certificate program.

Industry certifications?

For programs/departments with majors, review the graphs of program majors and the number of new majors by year.

Provide an analysis of the program's/department's faculty and staff assessment of the problem and an action plan for needed improvement and commendation for any dramatic improvement.

See A.1. above. Numbers are following a short term downward trend. Retention has been good.

This means that as individuals finish, replacements are now enrolling in sufficient numbers. Recruitment of dedicated and interested individuals is the only solution.

Does the analysis by the faculty and staff of this data address any obvious problems/declining statistics regarding students enrolled as majors within the program/department? Does the action plan or commendation address the problem addressed within the analysis? Does it appear that implementation of the action plan will resolve the problem and correct the decline? Does the External Review Committee have any other analysis or recommendations for increasing the number of students majoring in this program/department based on this program's/department's data?

Unacceptable

Recommendation

Incomplete analysis.

Activation of an advisory committee may provide further insight to determine clear industry needs.

Explore the possibility of implementing a CE certificate program component to the SCH

certificate program.

Industry certifications?

Resources

Review the five-year graph(s) of the student-to-faculty ratio in the program/department.

Explain any increase or decrease that is more than a one-year anomaly.

Technical programs with extensive laboratory requirements, no laboratory assistant, no static trainers, limited space, and students who have no mechanical background, are equipped to properly handle 12 to 15 students per class. For a period of time, the Industrial Maintenance program exceeded this with a glut of laid off workers. There is a need to offer all classes as advanced students finish and smaller groups begin. This results in a lower student to teacher ratio.

Does the analysis by the faculty and staff of this data address any obvious problems/declining statistics regarding student-to-faculty ratio within this program/department?

Unacceptable

Recommendation

Incomplete

Provide an action plan for improvement of any

identified problem.

Increasing enrollment or getting the bulk of students on the same schedule will correct this problem.

Does the action plan or commendation address the problem addressed within the analysis? Does it appear that implementation of the action plan will resolve the problem and correct the decline? Does the External Review Committee have any other analysis or recommendations regarding student-to-faculty ratio within this program/department?

Unacceptable

Recommendation

Incomplete

In the database for [Roster of Instructional Staff](#) (also known as Roster of Faculty), review the credentials of each full-time and part-time faculty member within the program/department. If any faculty member does not meet the SACS and THECB requirements, evaluate whether additional documentation is significant to grant an exemption.

All full-time and part-time faculty members for the Industrial Maintenance program meet SACS

and THECB requirements except one. Mr. Robert Johnson has an AAS degree along with HVACR licensure issued by the State of Texas. He is currently working toward a Bachelor's degree.

Identify any faculty teaching a transfer course which, according to the information within the database for [Roster of Instructional Staff](#) (also known as Roster of Faculty) do not meet the requirements of faculty teaching a transfer course and explain the credential problem. Identify any faculty teaching a technical course which, according to the information within the database for [Roster of Instructional Staff](#) (also known as Roster of Faculty) do not meet the requirements of faculty teaching a technical course and explain the credential problem based on SACS requirements and/or THECB requirements. Identify any faculty teaching a developmental course which, according to the information within the database for [Roster of Instructional Staff](#) (also known as Roster of Faculty) do not meet the requirements of faculty teaching a developmental course and explain the credential problem.

Concern

Unable to view roster of faculty.

List the names and the last date for all full-time faculty evaluations based on the schedule indicated in the Faculty Performance Review (FPRP).

Dr. Kim Hays, Professor, was evaluated during the spring of 2007. He has been the only full-time faculty for the Industrial Maintenance program in two years.

Mr. Robert Johnson became a full-time faculty member in September 2007. His courses were evaluated during the fall 2007 semester, but will not have a Faculty Performance Review until the spring 2008 semester.

Mr. Gilbert Saiz was evaluated as a full time faculty in February 2005.

If any full-time faculty member (or Board-appointed faculty member) has not been completed the Faculty Performance Review (FPRP) within the past two years and is listed in the aforementioned [Roster of Instructional Staff](#) (also known as Roster of Faculty), identify the faculty member's name and the date of the last FPRP.

Concern

Unable to view roster of faculty.

List the names of each part-time faculty and the last date of evaluation by students and supervisor for each course taught.

Mr. Robert Johnson was a part-time faculty member one year prior to becoming a full-time employee. His courses were evaluated during the fall 2006 semester.

If any part-time faculty member has not been evaluated by both students and supervisor for each course taught within the past year and is listed in the aforementioned [Roster of Instructional Staff](#) (also known as Roster of Faculty), identify the faculty member's name and state the specific problem.

Unacceptable

Concern

Unable to view roster of faculty.

Amarillo College's Board Policy Manual defines each faculty member's academic freedom as "full freedom in the classroom in discussing the subject being taught and to pursue research and publications. However, a faculty member must not attempt to force on students a personal viewpoint and must at all times allow for diversity of opinion." Has anyone in the

program/department filed a grievance for violation of the aforementioned academic freedom?

no

If anyone within the department has filed a grievance for violation of academic freedom based on the definition stated in Amarillo College's Board Policy Manual, briefly describe the violation (excluding personal identifiers) and the total number of violations.

Acceptable

Which of the following library collections/resources/services have been used by faculty, staff and/or students within the past five years? (Select all that apply.)

Electronic journals Interlibrary loan Personalized instruction Reference collection

Does it appear that the library collections/resources/services used by the faculty, staff, and/or students within the past five years are accurate and thorough?

Acceptable

Concern

Not sure.

Which two or three collection/resources/services should be improved to support Amarillo College's

mission regarding teaching and service?

Has the program/department identified which two or three collections/resources/services should be improved to support Amarillo College's mission regarding teaching and service?

Unacceptable

Concern

Not sure.

Does your program/department have discipline accreditation?

no

How has the library participated in this discipline's accreditation?

Does the program/department have a discipline accreditation? IF SO, has the library participated in completing the approver's evaluation?

Unacceptable

Recommendation

Incomplete

After assessing the strengths and weaknesses of the program's/department's access to technology, what improvements would ensure that students have access and training in the use of technology?

The Industrial Maintenance program is fortunate

to have access to reasonable technology resources. The only way to assure proper training and use of such equipment is to require a comprehensive course in office applications. Access is not the problem, adequate training time is. Student self perceived efficacy is a delusion.

Does the program's/department's assessment of strengths and weaknesses include ways to improve both students' access to & training in the use of technology?

Unacceptable

Recommendation

Incomplete

What improvements would ensure that students use technology?

If students had prerequisite training then class requirements could demand technology usage. As long as the program has cross-listed classes and no prerequisites, demands cannot be made which will assure technology usage.

Does the program's /department's answer include improvements that would ensure that students use technology? Are the recommendation(s) of this program/department feasible?

Unacceptable
Recommendation
Incomplete

Review program/department operations. Does any operation present the possibility for violations of security, confidentiality, or integrity of student records?

no

What changes need to be made to prevent violations of this nature?

After a review of this program's /department's operations based on this Self-Study and any other information available to this Committee, does any operation present the possibility for violations of security, confidentiality, or integrity of student records? If so, describe those operations and identify the violation possibility in detail.

Unacceptable
Recommendation
Incomplete

What changes need to be made to prevent violations of this nature?

Unacceptable
Concern
Incomplete

Which support services need to be strengthened

to better serve students in this program/department?

All services are doing the best that can be expected.

Explain what aspects of the services need to be strengthened.

Support services continually changes to maintain the best possible amenities.

Do the Self-Study recommendations of this program/department for support services that need to be improved appear to be valid?

Unacceptable

Recommendation

Incomplete

Describe any indicators or problems that prevent a healthy, safe and secure environment for the students, faculty and staff of this program/department.

None.

Are recommendations to assure a healthy, safe and secure environment for staff and students of this program/department valid? Are any of these recommendation(s) more significant and/or urgent?

Unacceptable
Recommendation
Incomplete

Describe any indicators or problems that hamper adequate physical facilities, both on and off campus, to meet the needs of the program/department.

Physical facilities have only fallen short when administration has rashly moved programs; modified facilities without consideration of program requirements; or failed to take inventory of available utilities. The Industrial Maintenance program has been moved repeatedly under these conditions and has suffered in enrollment and quality of instruction. The IMT program was last moved in 2003 and just this year we have dependable/accessible natural gas for lab equipment. This utility service was installed by students. The IMT program continues to have large areas without heat, although the 16 inch holes in the wall were plugged just this year. The program continues to operate without accessible water and the electrical service is far short of running even a modest number of lab projects. No three phase power is available to operate commercial equipment trainers. The laboratory area was

cleaned, repaired and mostly painted by faculty during non-contract, non-pay periods. There are still large piles of pigeon droppings and unmaintained areas. Lighting is to be addressed this year, and hopefully the windows. Students have been required to move 30,000 pounds of steel multiple times in order to clear lab space. Much work has been done and continues, but it would be more practical to perform such work prior to moving. These factors have hurt the program considerably and exposed students and staff to unnecessary risk.

Do any of the problems or concerns regarding adequate physical facilities appear to be significant and/or urgent? Are there any other needs which this Self-Study didn't cite but are critical based on other information? Which of these needs are most significant and/or urgent?

Unacceptable

Recommendation

Yes, all problems and concerns regarding adequate physical facilities appear to be significant and/or urgent.

Are there any other needs which this Self-Study didn't cite but are critical based on other information? Don't know.

Yes, all needs are clearly significant and/or urgent!

Budget

Which program/department outcomes have resulted in budget requests to date?

No outcome, including increases in enrollment or increases in completers, has resulted in the opportunity to increase budget requests.

Have any of this program's/department's outcomes resulted in budget requests to date? If not, why not?

Unacceptable

Concern

Not sure how to address the budget issues.

Serious issues have been identified by the department. If dollars are not available for improvement in appropriate classroom and lab facilities, increases in enrollment and contact hours cannot be expected.

Project the program's/department's strategic initiatives for the next five years based on the program's/department's outcomes.

For the foreseeable future, the initiative is to recover from the last move and develop a fully functional laboratory. This will allow instructors to achieve the outcomes that are promised to students and industry. This will also allow

recruiting without lying. Hopefully, within this period, the Industrial Maintenance program will have a classroom with control of the heat and possibly air conditioning, laboratories with water, heat and electricity, and training equipment with an average age less than that of the students.

Has this program/department been able to project strategic initiatives for the next five years based on the program's/department's outcomes? If not, what appears to be blocking this program/department from accomplishing this?

Unacceptable

Recommendation

What action has been taken by college administration to address the issues? The department has raised serious concerns about appropriate facilities and equipment, and about the apparant substandard learning environment.

These issues are alarming and will require the committment of upper level administration to salvage the program. **There may need to be a recommendation by the review committee to close the program until these serious can be resolved.**

Publications

If the program/department publishes any

advertising or recruitment documents (electronic or paper), do the documents accurately represent Amarillo College and the program/department?

no

If no, explain what is inaccurate.

All references to the Industrial Maintenance program exaggerate the knowledge to be gained in the current setting. Web pages and brochures contain pictures of equipment that has been destroyed or cannot be operated because of a lack of utilities. All curriculum listings and descriptions promise courses which cannot be taught. These are references to the past and are going to be slow to rebuild. Lowering the training to the level of available equipment would drop the standards for completion below industry expectations.

IF the program/department has published any advertising or recruitment documents (electronic or paper), check at least one copy of each document and determine whether it accurately represents Amarillo College and the office/department?

Unacceptable

Recommendation

What action has been taken by college

administration to address the issues? The department has raised huge concerns about appropriate facilities and about the apparent substandard learning environment. Also, now about exaggerated outcomes, a curriculum that cannot be taught, and that meeting industry expectations is unrealistic.

These issues are alarming and will require the commitment of upper level administration to salvage the program. **There may need to be a recommendation by the review committee to close the program until these serious issues can be resolved.**

IF anything appears to be inaccurate, identify the apparent violation.

Unacceptable

Recommendation

According to the department response, SACS guidelines have been violated. Statements about the program are not factual in brochures, catalogs, or web pages.

These issues are alarming and will require the commitment of upper level administration to salvage the program. **There may need to be a recommendation by the review committee to close the program until these serious issues can be resolved.**

Does the program/department publish any documents (electronic or paper) with references to SACS accreditation?

no

Are the references in compliance with SACS approved statement?

Which reference is not in compliance? Describe how you will assure compliance for all references in the future.

IF the program/department has published any document(s) with a reference to SACS accreditation, are all references consistent with the approved statement? (Approved reference: Amarillo College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Amarillo College.) IF any references are inconsistent, identify all documents with the inconsistent reference(s).

Unacceptable

Recommendation

According to the department, no specific departmental references to SACS accreditation

have been published. The college catalog does contain the Industrial Maintenance courses and curriculum. SACS guidelines may be in violation.

These issues are alarming and will require the committment of upper level administration to salvage the program. **There may need to be a recommendation by the review committee to close the program until these serious issues can be resolved.**

IF the Self-Study did identify the inconsistencies, does the plan for assuring future compliance appear to correct the problem? IF the Self-Study did NOT identify all inconsistencies, what plan does this Committee recommend?

Unacceptable

Recommendation

There do appear to be inconsistencies.

These issues are alarming and will require the committment of upper level administration to salvage the program. **There may need to be a recommendation by the review committee to close the program until these serious issues can be resolved.**

Other

State any additional comments/concerns which may impact this program/department during the

next five years.

The most imminent threat to the program is the inflation of equipment and supply prices. Hard work and good teachers cannot overcome the changes in equipment standards and the lack of materials to work with. The budget for teaching supplies has remained flat for 15+ years, while rudimentary consumable supplies have increased by 900 to 1300 percent. Basic equipment prices have increased 200 to 400 percent. All this has happened while rapid changes have taken place, and these changes need to be taught in the curriculum.

Another concern is the changing student body. The coming generation has less mechanical experience to build on. The trend has been to trim the amount of time required for completion of the program. The students are coming with less background and are expected to leave with more knowledge.

IF additional comments/concerns were included in the Self-Study regarding items which may impact this program/department during the next five years, what recommendations and/or concerns are warranted? IF NO such items were included in the Self-Study but this

Committee feels such comments or concerns are valid, cite them and include any relevant recommendations.

Unacceptable

Recommendation

Clearly, there are huge concerns surrounding the issues brought forth by the department.

These issues are alarming and will require the committment of upper level administration to salvage the program. **There may need to be a recommendation by the review committee to close the program until these serious issues can be resolved.**